NC COVID

New Person 👤, New Event 📄 or New Lab Add Lab Result ?

How can you tell and avoid creating duplicates?

New Person, New Event, or New Lab

New Person – You add a new person in the application when you have searched and determined that a person that matched your search criteria does not exist

New Person, New Event, or New Lab

New Event – you add a new event when you search and determine that a person matching your criteria exists

AND

- They have a closed event OR

- They have an open event where the specimen collection date of a positive lab that is outside of the 90-day window

New Person, New Event, or New Lab

Add Lab Result

New Lab – you add a new lab onto an existing event on an existing person when you confirm that the person matched your search criteria AND they have an open event where the specimen collection date of the positive lab is within the 90-day window

Searching Recap

Conducting a Proper Search

Search Features

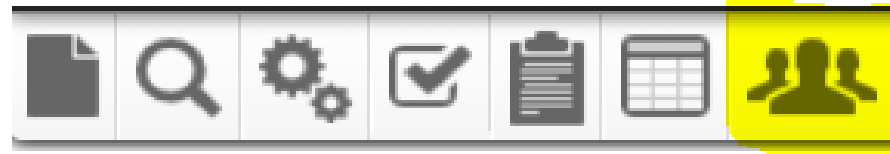**Users can search 2 ways to determine if a person/event already exists:**

Person Search

- Displays all PERSON, regardless of the county groups(s) you see/are assigned to
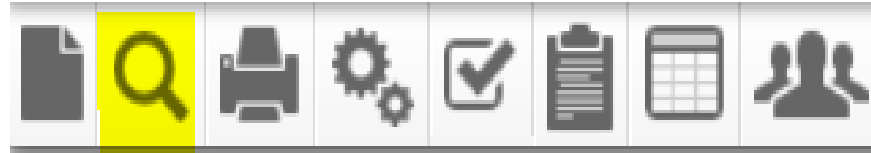
Event Search

- Only displays persons with disease EVENTS within the county group(s) the user has permission to see

Search Person Feature

- ALL users can see ALL persons in NC COVID

- Searching for a person can ensure that you don't create a duplicate person/event

- Searching for a person is the RECOMMENDED search procedure

Search Event Feature

- Users can only see events in the county group(s) they are assigned

- Searching by event can lead to mistakes with creating duplicate persons

Event Summary

Basic Information

Event ID:	170002210
Disease:	Coronavirus (COVID-19)
Person:	Doug smith Birth Date: 06/02/1983 (38 Male) Phone: (777) 666-5555
	Deduplication Status:Pending Deduplicate
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Attachments:	0 attachment(s) (Add)

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Search vs Select Person

- The Search Person icon is NOT the same as going straight to the Create Event icon and clicking the Person button

- When you search on a person from the Create Event screen you are automatically telling the application that you want to create a new event if you select a person from the search

Create Event - Person Information

Event Information
Disease:

Add Person
First Name:
Middle Name:
Last Name:
Suffix:
Maiden/Other Name:
Alias:
Mother's Maiden Name:
Birth Date: MM/DD/YYYY
Gender:
Social Security Number:

Contact Information
Address Type: Home
Street:
City:
State: NC
Zip Code:
County:
Country: USA
Home Phone:
Mobile Phone:
Work Phone:
Contact Method:
Residence Type:
Address Status:

Select Person...
Clear

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Searching for a Person

Search Person Screens

Search Party (Person) screen offers elements available when you create a person

Search Party

Search Criteria

Class:	Event ∨
Category:	Person ∨
Party ID:	
Last Name:	Bell
First Name:	Tinker
Maiden/Other Name:	
Alias:	
Birth Date: (Inexact)	MM/DD/YYYY
Gender:	∨
Street:	
City:	
State:	∨
Zip Code:	
Mother's Maiden Name:	
Phone:	

Sort Options

Sort By:	Name ∨
Sort Order:	Ascending ∨

Search Options

Search History:	☑
Search Soundex:	☐

Search   Clear

Search Person Screens

- **Search using one or more fields and with wildcards**
- **Be Creative!**

  -Name (first and/or last combination) & DOB

  -Name Only-using variations of names that
  have alternative spellings or first names
  with common nicknames

- **DOB only**
- **SSN**
- **Phone Number**

Examples of possible names to Search	
	Smith-Jones*
Robert*	Smith-Jones*
Robert*	*Smith*
Bob*	Smith*
Rob*	Smi*
Robert*	*Jones*
Rob*	*Jones*
Ro*	*Jon*
Bob*	*Jones*
* This is not every possible combo	
Use your best judgement to search	

Search Person Screens

- Search results display to the right side of search criteria

- In order to determine if the person(s) in the search results are a match to your person, double-click the person's name to go to the person summary screen

Search Person Screens

- You will only see the events for the county group(s) you have permissions to see

- If the person had COVID in more than one county, you may not see that event

Person Summary

Demographic Information (View History)

		Notes
Name:	Bell, Tinker	
Maiden/Other Name:		
Alias:		
Gender:	Female	
Birth Date:	07/24/1989	
Death Date:		
Living Status:	Alive	
Age:	31	
Social Security Number:		
Party ID:	PCWFGRORHRHQ	
Create Date:	06/16/2021	

Contact Information

Type	Address	County	Country
Home * Primary	225 N Mcdowell Street, Raleigh, NC 27603	Wake County	USA

Edit Person

Event Information

Events

Event ID	Person	Status	Create Date
170002255 🖶	Bell, Tinker	Open	06/16/2021

DEMONSTRATION

Creating New Event

For a NEW Person

Create New Event/New Person

You have searched and determined that no person exists, so you create a new person

- Click on Create Event icon

- Select Disease from dropdown menu

Event Information

Disease: Coronavirus (COVID-19)

Create a New Event/New Person

- Enter the Person information exactly as it is on the lab you have

- If there is information missing on the lab, add a note in the Investigation Trail or Dashboard

- Use sentence case format and no punctuation

Event Information

Disease: Coronavirus (COVID-19)

Add Person

First Name:	Middle Name:	Last Name:
Tinker		Bell

Suffix:	Maiden/Other Name:	Alias:

Mother's Maiden Name:

Birth Date:	Gender:	Social Security Number:
07/24/1989	Female	

Create a New Event/New Person

- Use USPS standards for addresses, Ex: St, Rd, Ave, etc

- Apartment, Unit, Lot number should go on the 2nd address line
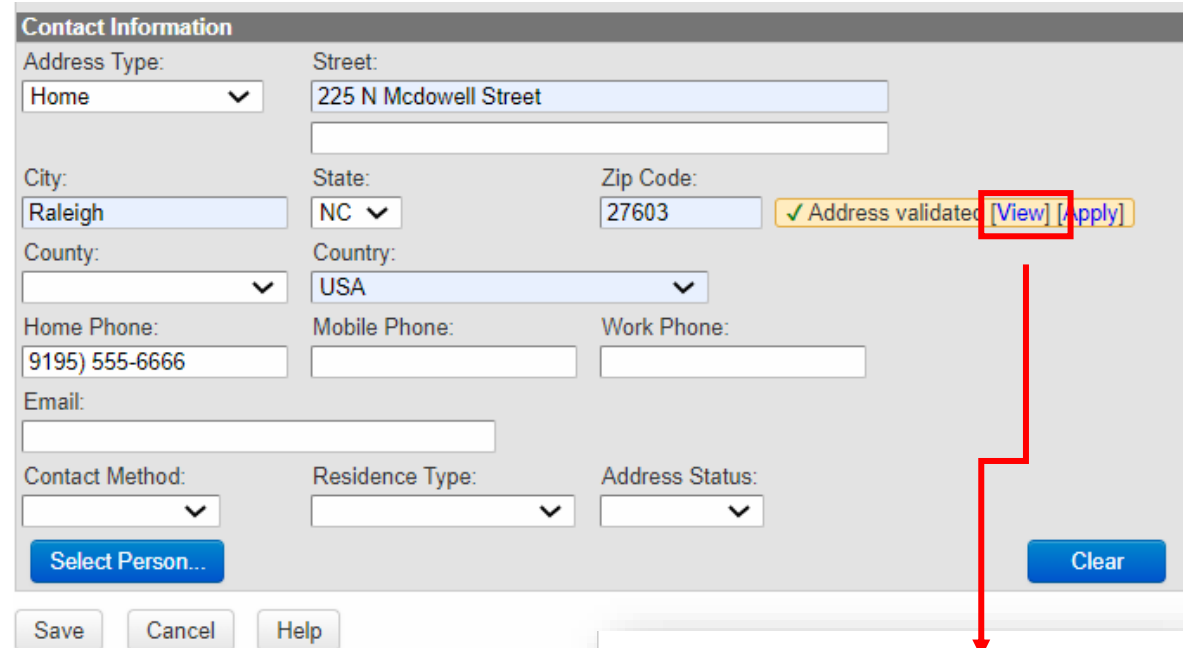
Create a New Event/New Person

NOTE: If the system recognizes the address, validation will run, and you may have the option to 'View' or 'Apply'. ALWAYS select 'View' as sometimes the system will change the street address. If your address matched exactly, click Apply. If they do not, click Close.

Create a New Event/New Person

- Review the information you have entered to ensure it is accurate and complete

- Click the Save button and your person will be created, along with a new event.

DEMONSTRATION

Creating New Event

For a EXSISTING Person

Create a New Event/Existing Person

- You searched and found an existing person, but determine that you need to create a new event

- Copy the Party ID in the Demographic section of the Person Summary screen

- The Party ID is the unique identifier for this person

Person Summary

Demographic Information (View History)

Name:	Bell, Tinker
Maiden/Other Name:	
Alias:	
Gender:	Female
Birth Date:	07/24/1989
Death Date:	
Living Status:	Alive
Age:	31
Social Security Number:	
Party ID:	PCWFGRORHRHQ
Create Date:	06/16/2021

Create a New Event/Existing Person

- Click the Create Event icon on the toolbar

- From the Create Event Screen, select the Disease and click the Select Person Button

Create a New Event/Existing Person

- Paste the Person ID that you copied from the Person Summary screen into the Party ID search field, then click the search button

- Select the person from the Search Results

Search Party

Search Criteria

Party ID:	PCWFGRORHRHQ
Last Name:	
First Name:	
Maiden/Other Name:	
Alias:	
Birth Date: (Inexact)	MM/DD/YYYY
Gender:	▾
Street:	
City:	
State:	▾
Zip Code:	
Mother's Maiden Name:	
Phone:	

Sort Options

Sort By:	Name ▾
Sort Order:	Ascending ▾

Search Options

Search History:	☑
Search Soundex:	☐

Search   Clear

Search Results

Search Results

Name		Birth Date	Street Address	City
＞ Bell, Tinker	🔍	07/24/1989	225 N Mcdowell Street	Raleigh

Showing 1 to 1 of 1 entries

Select   Cancel   Help

Create a New Event/Existing Person

- The person information will be auto-populated in the Create Event Screen

- Click the save button to create a new event

Create a New Event/Existing Person

- The new disease event is created, and the event is now ready for data entry

Event Summary

Basic Information

Event ID:	170002256
Disease:	Coronavirus (COVID-19)
Person:	Tinker Bell Birth Date: 07/24/1989 (31 Female) Phone: (919) 555-6666
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Linked Exposure Sites:	0 linked exposure site(s) (View)
Attachments:	0 attachment(s) (Add)
Notifications:	Race has not been selected for this person
	Best date for illness identification is missing
	Initial date of report to public health is missing and is required
	Classification: Unspecified
	County of residence: Wake County
	Earliest COVID-19 Diagnosis Date:
	Active outbreak: Mecklenburg COVID-19 Schrute Farms Assisted Living Outbreak May 2021 [Link to Outbreak] [Open]
	Active outbreak: Mecklenburg County East Mecklenburg High School - May 2020 [Link to Outbreak] [Open]
	Active outbreak: Warren County Detention Center May 2020 Outbreak [Link to Outbreak] [Open]
	Active outbreak: Mecklenburg Co Majestic Oaks June 2020 Outbreak [Link to Outbreak] [Open]
	Active outbreak: Union Co Tyson Processing Plant May 2020 Outbreak [Link to Outbreak] [Open]

Notes (Add/Edit | Show My Notes)

[Edit Event Properties] [Copy Event]

| Event Data | Lab Results | Concerns | Persons | Tasks | Calendar | Event Properties | Event History |

Question Packages

Question Package	Person	Last Update
▶ 01. Administrative	Tinker Bell	06/16/2021
02. Demographic	Tinker Bell	06/16/2021
03. Clinical	Tinker Bell	06/16/2021
04. Risk History	Tinker Bell	06/16/2021
09. Risk Questions - Part 1	Tinker Bell	06/16/2021
10. Contact Tracing	Tinker Bell	06/16/2021
11. Vaccination	Tinker Bell	06/16/2021
14. Electronic Transmission Information	Tinker Bell	06/16/2021

[View Question Package] Wizards [▼] [View Wizard]

DEMONSTRATION

Adding a New Lab

On an Existing Event

Add a New Lab on Existing Event

- You search and found the existing person and a review of the event shows an existing lab within 90 days

- You click the Add Lab Result button to add a new lab result to the existing event

Add a New Lab on Existing Event

- Enter all lab information and click Save

| Event Data | Lab Results | Concerns | Persons | Tasks | Calendar | Event Properties | Event History |

Labs

Lab No.	Specimen Date	Specimen Number	Specimen Type	Result	Result Status	Result Value	Test	Last Update
❯1	02/20/2021	343753945743	Nasopharyngeal swab	Detected			2019-nCoV RNA XXX NAA+probe...	03/04/2021
2	03/01/2021	89474594	Nasopharyngeal swab	Positive			SARS-CoV-2 Antigen (Ag) Res...	03/04/2021

DEMONSTRATION

New Person,
New Event or New Lab?

Now you should be able to identify which is which and avoid duplicates

Questions?

If you accidentally create a duplicate person or event, please contact the NCEDSS Helpdesk at:
NCEDSShelpdesk@dhhs.nc.gov or
call (919)715-5548 or toll-free at (877)625-9259